

## UNIFORM ISSUE OPERATING INSTRUCTIONS

Each member of the Carroll Composite Squadron is expected to properly wear the CAP uniform. Whenever possible, the Carroll Squadron will try to issue uniform items to its members. However, it is understood by all members that not all uniform items are available, and so members may have to supply their own uniform. This Operating Instruction will outline how the Carroll Squadron issues uniforms to its members and member responsibilities for the issued items.

### 1. Background

Carroll Squadron is supplied through the Maryland Wing Logistics directorate. Maryland Wing obtains surplus uniform items from the Air Force throughout the year. As of this writing, the Wing mostly obtains Battle Dress Uniform (BDU) items such as blouses and pants. As such, Carroll Squadron assumes that such items will be made available to members free of charge, but cannot guarantee all items are available in all sizes at any given time. Our goal is to reduce the costs required of members to purchase uniform items by issuing as many items as possible. This Operating Instruction will describe how members may obtain uniform items from the squadron.

### 2. Uniform Requests

Any squadron member whose application is signed by the Squadron Commander may request uniforms. All members who need uniform items must request uniform items from the squadron Supply Officer before the squadron meeting begins. Requests may verbal, but must be followed up with a filled out Uniform Requests Form (see Attachment 1). All requests must indicate size if applicable. If the member does not know their size, the Supply Officer can assist by sizing the individual.

The requesting member will sign the Uniform Request Form and the Supply Officer will issue items requested on the second and third Tuesday of the month between 1830-1930. All requests should be given to the Supply Officer one week prior to issuance.

### 3. Trainee Uniform

When a new member is waiting for their new uniform to be issued, the member will wear the Carroll Squadron Trainee Uniform. The Trainee Uniform will consist of a plain brown t-shirt, blue jeans, and sneakers. Blue jeans will be in good taste and in good repair. The brown t-shirt will be tucked into the waistline of the jeans. Blue jeans will be worn with a belt. Carroll Squadron CBT Manual 1, *Cadet Basic Training Operating Instructions*, will specify the time by which trainees are expected to have a complete Battle Dress Uniform.

### 4. Squadron T-Shirt

Squadron T-Shirts will be worn as part of the BDU uniform. T-Shirts will be issued to squadron senior members upon completion of Level I/CPPT training, and to cadet members upon completion of Cadet Basic Training. Additional shirts may be purchased from the Supply Officer for \$11.00 each. If squadron t-shirts are not available, the member may wear a plain black t-shirt temporarily.

### 5. Squadron Patch

The squadron patch will be worn on the right breast pocket of the BDU shirt and on the Flight Suit in accordance with CAPM 39-1. Patches will be issued to squadron senior members upon completion of Level I/CPPT training, and to cadet members upon completion of Cadet Basic Training. Additional squadron patches may be purchased from the Supply Officer for \$5.00 each.

### 6. Uniform Issue

The Supply Officer is responsible for issuing uniforms out of the Squadron supply, and recording issue of uniform items to the individual on the Uniform Request Form. The Supply Officer files Uniform Request Forms in the Squadron supply records. Only one of each uniform item may be requested and issued at any time. If the member desires multiple uniform items, they are free to purchase those items.

If the Squadron does not have the requested uniform item in its inventory, the Squadron Supply Officer will request the uniform item from the MD Wing Logistics Officer. If MD Wing does not have the requested item in stock, the Supply Officer will inform the requesting member that they are responsible for purchasing the required uniform item.

## **7. Uniform Purchase**

Members may purchase uniform items at any Military Clothing and Sales at any military installation provided they possess a current CAP membership ID card. The closest military clothing and sales to Carroll Squadron are Fort Meade, Aberdeen Proving Grounds, and Andrews Air Force Base. Information about these locations are provided below:

Aberdeen Proving Grounds Military Clothing Sales Store (MCSS)  
Mon. thru Fri. 0900-1800 / Sat. 1000-1500 / Sun. 1000-1600  
Bldg. 2478  
1090 Cannon Ave.  
410-272-1312

Fort Meade MCSS  
Bldg. 392  
Mon thru Fri 0900-1800 / Sat 0900-1600 / Sun 1100-1600  
301-621-7185, 301-677-2592

Andrews Air Force Base MCSS  
Mon thru Sat 0900-2000 / Sun 1000-1800  
240-857-5665

USCAV.COM  
<http://www.uscav.com>

## **8. Free Cadet Uniform Program**

As of this writing, the CAP and the USAF are sponsoring the Free Cadet Uniform Program. This program is designed to outfit a cadet with a complete set of basic blues uniform items (flight cap, short sleeve shirt/blouse, belt, trousers, shoes). New cadet members applying for membership in CAP should fill out the FCU voucher form and provide sizes for uniform items.

The FCU program does not guarantee a free blues uniform to the member. Uniform requests may take as long as 8 weeks to process. Any uniform items that are obtained through the FCU program are the property of the CAP and must be returned to the Carroll Squadron when they are no longer in use by the member.

## **9. Uniform Replacement**

Occasionally, it may be necessary to request new uniform items because the old uniform items are outgrown, defective, etc.). Before any replacement item is issued, the original item must be returned to squadron supply and checked in. The Uniform Request Form will be annotated by the Supply Officer and requesting individual to reflect the new uniform issue.

## **10. Badges, patches, ribbons, and other devices**

**a. Uniform patches and devices.** Some items, such as nametags, hat devices, etc., are required to correctly wear the CAP uniform. Carroll Squadron will provide these items to the new member upon joining the squadron. Purchases may be made from the CAP Bookstore or the Hock Shop (1-800-THE-HOCK). See Attachment 2 for a listing of which items the squadron provides.

**b. Awarded patches, badges ribbons, and devices.** Some badges, ribbons, rank insignia, etc. are awarded to the members as they progress or make achievements in the CAP program. The Carroll Squadron Commander or his/her designee will award these devices to members as they are earned. If a member needs to replace a device due to loss or damage, the member will need to pay for the cost of a replacement device. The Squadron Supply Officer will ensure that the squadron has an adequate supply of devices and will ensure that new devices are ordered when they are needed. Members who wish to have multiple ribbons and devices for multiple uniforms will need to purchase those items themselves. Members will not request initial awarded devices from the squadron Supply Officer. Instead, these requests will be made through standard channels in the chain of command.

## **11. Member Responsibilities**

Members receiving new uniforms are responsible for completing the uniform with appropriate clothing, additional devices, etc. See Attachment 2 for details. All members who receive uniform items from the Squadron must return them when they are no longer in use, or cannot be used. This includes any uniforms that are outgrown or no longer worn due to a uniform

change. Any member who damages issued uniforms may be required to pay the cost of a replacement uniform part before a replacement can be issued to that individual.

Members are encouraged to contact the Supply Officer for uniform items that they normally would have to provide before making any purchase. This is because occasionally, Carroll Squadron may get uniform items that would not normally be expected (for example, an AF-style necktie, service cap, long sleeved shirts, etc.). These items will be issued to members on a first come, first served basis.

PATRICIA McHALE  
Cadet Sponsor Member  
Supply Officer

CHRISTIAN J. READY  
Captain  
Commander

**ATTACHMENT 1: CARROLL SQUADRON UNIFORM ISSUE FORM**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ ST: \_\_\_\_\_  
ZIP: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CAP S/N: \_\_\_\_\_

ITEM(S) ISSUED:

SIZE	ITEM
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- ☐ Squadron T-shirt issued \_\_\_\_\_
- ☐ Squadron patch issued \_\_\_\_\_
- ☐ Wing Patches (2) issued \_\_\_\_\_
- ☐ CAP Cutouts (2) issued \_\_\_\_\_
- ☐ CAP Breast Badge issued \_\_\_\_\_
- ☐ Cadet Flight Cap device issued \_\_\_\_\_
- ☐ Blue Nameplate ordered \_\_\_\_\_ Issued \_\_\_\_\_
- ☐ Cloth Nameplate ordered \_\_\_\_\_ Issued \_\_\_\_\_
- ☐ \$20 check received payable to Carroll Composite Squadron \_\_\_\_\_

*I understand that these items issued are property of Carroll Composite Squadron, CAP. Should any of these items no longer fit or I no longer attend CAP, I understand that it is my responsibility to return these items ASAP so other members can use them.*

SIGNATURE \_\_\_\_\_

## ATTACHMENT 2: CARROLL SQUADRON UNIFORM ISSUE LIST

Carroll Squadron or the Free Cadet Uniform Program will supply the following items:

### Battle Dress Uniform Items:

- BDU Blouse\*
- BDU Pants\*
- CAP Metal Cutout insignia (cadets), CAP cloth cutout insignia (seniors)
- Squadron T-Shirt<sup>+</sup>
- MD Wing Patch
- Blue Nametape
- Civil Air Patrol cloth tape

### Service Dress Uniform (Blues) Items – Cadet Members<sup>†</sup>

- Flight Cap
- Blues short-sleeved shirt/blouse
- Blue belt w/ buckle
- Blue trousers/Skirt
- Shoes

### Service Dress Uniform (Blues) Items – All Members

- Flight Cap Device
- MD Wing Patch
- Nametag
- Ribbon Holder
- Ribbons, badges, and awards (additional earned award items may be purchased by the member)

All other items required completing the basic BDU or Blues uniform (e.g. BDU cover, socks, boots, etc.) will need to be supplied by the member. However, members should check with the Supply Officer before making any purchases. This is because Carroll Squadron will occasionally obtain such uniform items and will issue them out, if available.

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\* Assuming that the squadron has the uniform item in stock, or can obtain the uniform item from Wing Supply. If the item cannot be obtained, the member will need to provide this item.

<sup>+</sup> Issued to cadets upon completion of Cadet Basic Training, Issued to senior members upon completion of Level I and Cadet Protection Policy Training. A plain brown t-shirt will be worn in the meantime, supplied by the member.

<sup>†</sup> These items are issued as part of the Free Cadet Uniform program through National Headquarters, CAP and the US Air Force.